

Manningham Project Limited

Charity number 1103020

A company limited by guarantee number 04481358

Annual Report and Financial Statements for the year ended 31 March 2022



West Yorkshire Community Accounting Service

Manningham Project Limited

Annual Report and Financial Statements for the year ended 31 March 2022

Contents	Page
Trustees' report	2 to 5
Examiner's report	6
Statement of financial activities	7
Balance sheet	8
Notes to the accounts	9 to 13

Prepared by West Yorkshire Community Accountancy Service CIO

Manningham Project Limited

Trustees' report for the year ended 31 March 2022

Reference and administrative details of the charity, its trustees and advisors

The trustees during the financial year and up to and including the date the report was approved were:

Name	Position	Dates
Martin Carter	Chair	
Christine Dawson	Vice Chair	
Mollie Somerville	Secretary	
Joanna Allan	Treasurer	
Heather Grinter		
Bruce Barnes		
Catherine Milford		

Charity number	1103020	Registered in England and Wales
Company number	04481358	Registered in England and Wales

Registered and principal address	Bankers
203 Lumb Lane	Unity Trust Bank
Bradford	9 Brindley Place
BD8 7SG	Birmingham B1 2HB

Independent examiner

Rhys North ACA

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Structure, governance and management

The charity is a company limited by guarantee and was formed on 9 July 2002. It is governed by a memorandum and articles of association. The liability of the members in the event of the company being wound up is limited to a sum not exceeding £1.

Method of recruitment and appointment of trustees

The trustees of the charity are also the directors for the purposes of company law and are appointed by the members at the AGM.

The Management Committee notes a continuing need to refresh and expand its membership. An aim of the Committee's current strategic review includes finding new members, especially from within the local community.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2022

Objectives and activities

The charity's objects

To promote the benefit of the inhabitants of Bradford covered by the postal districts of BD8 and BD9 and the neighbourhood thereof, (hereinafter called the "area of benefit") without distinction of sex, sexual orientation, race or of political, religious or other opinions, by associating together the said inhabitants and the local authorities, voluntary and other organisations in a common effort to advance education and to provide advice in the interest of social welfare with the objects of improving the conditions of life for the said inhabitants.

Establish or secure the establishment of a Centre (hereinafter called Manningham Project) and to maintain and manage the same, whether alone or in co-operation with any local authority or other person or body in furtherance of these objects.

The charity's main activities

Manningham Project has provided a free, confidential, comprehensive generalist advice service in the Manningham and Heaton area of Bradford since 1974. We work from our Lumb Lane advice centre and see clients here as well as in multiple outreach locations within the Bradford West area. Volunteers support the advice workers in our core building and enable clients to access computers and online services. We are able to provide a limited appeals service with the option to make referrals and have provided small group courses on topics of help to local residents, such as money management skills.

We have recently introduced a new self-sufficiency coaching service with the aim of helping clients to find solutions to longer term problems that may contribute to their various needs for advice service support.

Public benefit statement

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit. In particular we work for the prevention and relief of poverty and the relief of those in need due to financial hardship or other disadvantage through the provision of advice and other practical assistance. This service is available free of charge to all residents of our area of benefit.

Achievements and performance

Advice Services

Manningham Project's advice services were supported by three continuing sources of funding. The largest contribution was our contract with Citizens Advice Bradford, funded by Bradford Metropolitan District Council. Initially, during the first quarter, the contract provided for twelve advice sessions per week. Subsequently, in recognition of the high need due to the continuing effects of Covid-19, the Council was able to increase the level of funding to cover fifteen sessions per week, which continued for the remainder of the year. Additional weekly sessions were maintained through the year by Bradford VCS Alliance and, during the first quarter, we benefited from the remainder of the grant previously awarded by the Henry Smith Charity supporting additional advice sessions. Due to pandemic related access restrictions, our usual outreach locations sessions were provided predominantly at our own Advice Centre in Lumb Lane, subject to our appropriate Covid-19 health precautions. These resources enabled us to provide 1,243 client appointments during the year resulting in securing £561,728 for clients and to stabilise £47,200 of debt.

Self-Reliance Programme

In May we received a National Lottery grant for continuing the development of our Self-Reliance Programme. This uses a solution focused coaching approach to help clients to identify goals, to set themselves targets and achieve greater levels of independence and fulfilment. Nine clients were supported during the year all of whom reached the positive outcomes they had been aiming for. Clients were helped in building their confidence for a variety of individual goals such as starting online learning, booking language classes and dealing with housing and other issues. One client was helped to create a manageable exercise programme to overcome depression and another used a troubleshooting approach to address family concerns.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2022

Achievements and performance (continued)

New website

We launched our new website (www.manninghamproject.org.uk) in November 2021. This now provides active links to our services and the support we can provide and also to a wide range of useful resources, to news items, to job vacancies and to information about our funders, our policies, our staff and our board members.

Looking forward

Bradford Metropolitan District Council has extended our contract with Bradford Citizen's Advice until March 2023 so that Manningham Project's funding for 2022/2023 is secure. We continue to develop plans for enlarging our service and we are working to raise funds to achieve this from 2022 onward. We also look forward to being able to respond to the Council's expected invitation to tender for advice services for the period from April 2023.

Financial review

The net expenditure for the year was £15,120, including net expenditure of £6,203 on unrestricted funds and net expenditure of £8,917 on restricted funds.

While our grant income for 2022-23 is not yet certain we nevertheless hold sufficient reserves for us to continue operating in the coming year. Given this the trustees have reassessed the charity's ability to continue for at least 12 months from the date that the accounts are approved and conclude that no material uncertainties exist that cast significant doubt on the charity's ability to continue as a going concern.

Reserves policy

The charity's free reserves, excluding fixed assets, at the year end were £102,061.

Manningham Project will maintain a minimum reserve of £40,000 to cover estimated costs in the event of closure (redundancy payments, lease terminations, clearance and archiving costs and legal and accounting fees). This amount will be reviewed annually.

Existing reserves above this minimum will be held in order to make up anticipated deficits from the organisation's current activities. As a general guide a level equivalent to three months of annual expenditure above the minimum is considered appropriate for these purposes. This corresponds to £36,800 based on budgeted 2022/2023 expenditure, making a total target reserve of £76,800. The additional reserves held above this level will be used to maintain the level of service during 2022/2023 and to support further fundraising for the further expansion of our service into the future.

Manningham Project Limited

Trustees' report (continued) for the year ended 31 March 2022

Statement of trustees' responsibilities

The trustees (who are also the directors for the purposes of company law) are responsible for preparing the Trustees report and the financial statements in accordance with the applicable law and UK Accounting Standards.

Company law requires the trustees to prepare financial accounts for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the accounts on a going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS102)), and in accordance with the special provisions of the Companies Act 2006 relating to small companies.

Approved by the board of trustees on

Signed: (Trustee)

Name:

Manningham Project Limited

Independent examiner's report to the trustees of Manningham Project Limited

I report to the charity trustees on my examination of the accounts of the charitable company for the year ended 31 March 2022, which are set out on pages 7 to 13.

Responsibilities and basis of report

As the charity's trustees of the charitable company (and also its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the charitable company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's accounts as carried out under section 145 of the Charities Act ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- 2 the accounts do not accord with those records; or
- 3 the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination; or
- 4 the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Name: Rhys North ACA

Date:

West Yorkshire Community Accountancy Service CIO

Stringer House
34 Lupton Street
Leeds
LS10 2QW

Manningham Project Limited
Statement of Financial Activities
(including summary income and expenditure account)
for the year ended 31 March 2022

	Notes	2022 Unrestricted funds £	2022 Restricted funds £	2022 Total funds £	2021 Total funds £
Income from:					
Grants and donations	(2)	15	25,295	25,310	86,020
Sales and fees		98,465	-	98,465	94,698
Other income		777	-	777	339
Bank interest		18	-	18	30
Total income		<u>99,275</u>	<u>25,295</u>	<u>124,570</u>	<u>181,087</u>
Expenditure on:					
Salaries and on costs	(3)	89,897	11,775	101,672	119,226
Training		1,230	500	1,730	-
Staff expenses		58	-	58	46
Rent and rates		188	7,650	7,838	7,650
Heat, light and water		3,169	-	3,169	1,825
Cleaning, repairs and maintenance		259	-	259	135
Printing, postage and stationery		1,216	-	1,216	1,283
Insurance		1,595	-	1,595	1,399
Telephone and broadband		1,894	-	1,894	1,977
IT costs		22	3,483	3,505	1,238
Subscriptions		351	-	351	1,823
Other expenditure		167	-	167	1,451
Independent examination		900	-	900	840
Professional fees		3,004	10,804	13,808	12,832
Depreciation		738	-	738	2,645
Fuel top-ups		675	-	675	160
Bank charges		115	-	115	111
Total expenditure		<u>105,478</u>	<u>34,212</u>	<u>139,690</u>	<u>154,641</u>
Net movement in funds		<u>(6,203)</u>	<u>(8,917)</u>	<u>(15,120)</u>	<u>26,446</u>
Fund balances brought forward		<u>109,738</u>	<u>17,677</u>	<u>127,415</u>	<u>100,969</u>
Fund balances carried forward	(4)	<u>103,535</u>	<u>8,760</u>	<u>112,295</u>	<u>127,415</u>

All incoming resources and resources expended derive from continuing activities.

Manningham Project Limited

Balance sheet

as at 31 March 2022

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	£	£	£	£
Fixed assets				
Tangible assets	(5) 1,474	-	1,474	2,212
Total fixed assets	<u>1,474</u>	<u>-</u>	<u>1,474</u>	<u>2,212</u>
Current assets				
Debtors and prepayments	(6) 8,083	-	8,083	11,075
Cash at bank and in hand	(7) 107,991	8,760	116,751	128,837
Total current assets	<u>116,074</u>	<u>8,760</u>	<u>124,834</u>	<u>139,912</u>
Current liabilities:				
amounts falling due within one year				
Creditors and accruals	(8) 14,013	-	14,013	14,709
Total current liabilities	<u>14,013</u>	<u>-</u>	<u>14,013</u>	<u>14,709</u>
Net current assets	<u>102,061</u>	<u>8,760</u>	<u>110,821</u>	<u>125,203</u>
Net assets	<u>103,535</u>	<u>8,760</u>	<u>112,295</u>	<u>127,415</u>
Funds				
Unrestricted funds	103,535	-	103,535	109,738
Restricted funds	-	8,760	8,760	17,677
Total funds	<u>103,535</u>	<u>8,760</u>	<u>112,295</u>	<u>127,415</u>

For the year ending 31 March 2022 the charitable company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the charitable company to obtain an audit of its accounts for the year in question in accordance with section 476. The trustees (who also the directors for the purposes of company law) acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime and with FRS 102 (effective January 2019).

The financial statements were approved by the board of trustees on

Signed: (Trustee)

Name:

Manningham Project Limited

Notes to the accounts

for the year ended 31 March 2022

1 Accounting policies

Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019) and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.

There has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

Going concern

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

Incoming resources

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

Grants and donations

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

Expenditure and liabilities

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

Taxation

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

Tangible fixed assets

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: Over 5 years straight line

Improvements to leasehold property: Over the life of the lease

Computer equipment and software: over 4 years

Pensions

The charity operates a defined contribution scheme for the benefit of its employees. The costs of contributions are recognised in the year they are payable.

Manningham Project Limited

Notes to the accounts continued

for the year ended 31 March 2022

1 Accounting policies

Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

Leases

Rents under operating leases are charged on a straight line basis over the lease term or to an earlier date if the lease can be determined without financial penalty.

2 Grants and donations

	2022	2022	2022	2021
	Unrestricted	Restricted	Total	Total
	funds	funds	funds	funds
	£	£	£	£
Bradford Metropolitan District Council (BMDC)	-	15,310	15,310	24,600
National Lottery Community Fund (NLCF)	-	9,985	9,985	19,780
Give Bradford - Leeds Community Foundation	-	-	-	9,850
The Henry Smith Charity	-	-	-	29,200
Other donations	15	-	15	2,590
	<u>15</u>	<u>25,295</u>	<u>25,310</u>	<u>86,020</u>

3 Staff costs and numbers

	2022	2021
	£	£
Gross salaries	95,908	111,296
Social security costs	6,702	8,058
Employment allowance	(4,000)	(4,000)
Pensions	2,541	3,062
Payroll charges	521	810
	<u>101,672</u>	<u>119,226</u>

The average number of employees during the year was 6.3, being an average of 3.2 full time equivalent (2021: 7.5, 4.2 FTE). There were no employees with emoluments above £60,000.

Defined contribution pension scheme

	2022	2021
	£	£
Costs of the scheme to the charity for the year	2,541	3,062

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2022

4 Restricted funds	Balance b/f	Incoming	Outgoing	Transfers	Balance c/f
	£	£	£	£	£
Sovereign Health	250	-	-	-	250
ARK	500	-	500	-	-
Henry Smith	7,887	-	7,887	-	-
NLCF Self Reliance Programme	4,600	9,985	11,933	-	2,652
NLCF Covid-19 Response Fund	2,740	-	2,740	-	-
BMDC Transformation Fund	1,700	-	1,700	-	-
BMDC IT Grant	-	3,660	1,802	-	1,858
BDMC Additional Restrictions	-	4,000	-	-	4,000
BDMC Community Buildings	-	7,650	7,650	-	-
	<u>17,677</u>	<u>25,295</u>	<u>34,212</u>	<u>-</u>	<u>8,760</u>

Fund name	Purpose of restriction
Sovereign Health	Repair to the disabled ramp access.
ARK	For funding of advice related publications.
Henry Smith	For funding of advice sessions and running costs.
NLCF Self Reliance Programme	For developing the charity as an agent for change as part of the self-reliance pilot programme.
NLCF Covid-19 Response Fund	To support local communities through COVID-19 crisis.
BMDC Transformation Fund	To develop communication strategy, web presence and provide consultation to support work.
BMDC IT Grant	Towards improving the use of communications and information technology in supporting clients.
BDMC Additional Restrictions	For consultancy support, facilitation and support to trustees through recruitment process and training in AdvicePro.
BDMC Community Buildings	Towards running costs of the charity's premises.

5 Tangible assets	Computer equipment	Equipment, Fixtures and	Total
	£	£	£
<u>Cost</u>			
At 1 April 2021	6,964	15,535	22,499
Additions	-	-	-
At 31 March 2022	<u>6,964</u>	<u>15,535</u>	<u>22,499</u>
<u>Depreciation</u>			
At 1 April 2021	4,752	15,535	20,287
Charge for year	738	-	738
At 31 March 2022	<u>5,490</u>	<u>15,535</u>	<u>21,025</u>
<u>Net book value</u>			
At 31 March 2022	<u>1,474</u>	<u>-</u>	<u>1,474</u>
At 31 March 2021	<u>2,212</u>	<u>-</u>	<u>2,212</u>

Manningham Project Limited
Notes to the accounts continued
for the year ended 31 March 2022

6 Debtors and prepayments	2022	2021
	£	£
Debtors	7,583	11,075
Prepayments	500	-
	<u>8,083</u>	<u>11,075</u>

7 Cash at bank and in hand	2022	2021
	£	£
Cash at bank	116,456	128,652
Cash in hand	295	185
	<u>116,751</u>	<u>128,837</u>

8 Creditors and accruals	2022	2021
	£	£
Creditors	11,124	13,633
Taxation and social security	1,500	-
Accruals	1,389	1,076
	<u>14,013</u>	<u>14,709</u>

9 Related party transactions

Trustee expenses

No trustee received any expenses during this year or the previous year.

Trustee remuneration and benefits

No trustee received any remuneration or benefit during this or the previous year.

Remuneration and benefits received by key management personnel

The total employee benefits received by key management personnel were £35,804 (previous year: £43,436).

10 Operating leases

Expected future minimum lease payments over the remaining life of the lease, analysed into the period in which the commitment falls due:	2022	2021
	£	£
Within one year	676	791
In the second to fifth years inclusive	-	654
	<u>676</u>	<u>1,445</u>

Manningham Project Limited

Statement of Financial Activities including comparatives for all funds (including summary income and expenditure account) for the year ended 31 March 2022

	2022 Unrestricted funds £	2021 Unrestricted funds £	2022 Restricted funds £	2021 Restricted funds £	2022 Total funds £	2021 Total funds £
Income						
Grants and donations	15	12,590	25,295	73,430	25,310	86,020
Sales and fees	98,465	94,698	-	-	98,465	94,698
Other income	777	339	-	-	777	339
Bank interest	18	30	-	-	18	30
Total income	99,275	107,657	25,295	73,430	124,570	181,087
Expenditure						
Salaries and on costs	89,897	63,418	11,775	55,808	101,672	119,226
Training	1,230	-	500	-	1,730	-
Staff expenses	58	46	-	-	58	46
Rent and rates	188	-	7,650	7,650	7,838	7,650
Heat, light and water	3,169	1,825	-	-	3,169	1,825
Cleaning, repairs and maintenance	259	114	-	21	259	135
Printing, postage and stationery	1,216	1,133	-	150	1,216	1,283
Insurance	1,595	1,399	-	-	1,595	1,399
Telephone and broadband	1,894	1,977	-	-	1,894	1,977
IT costs	22	578	3,483	660	3,505	1,238
Subscriptions	351	1,823	-	-	351	1,823
Other expenditure	167	1,451	-	-	167	1,451
Independent examination	900	840	-	-	900	840
Profes. fees and deve. and research fees	3,004	2,965	10,804	9,867	13,808	12,832
Depreciation	738	2,645	-	-	738	2,645
Fuel top-ups	675	160	-	-	675	160
Bank charges	115	111	-	-	115	111
Total expenditure	105,478	80,485	34,212	74,156	139,690	154,641
Net income / (expenditure)	(6,203)	27,172	(8,917)	(726)	(15,120)	26,446
Transfers between funds	-	2,950	-	(2,950)	-	-
Net movement in funds	(6,203)	30,122	(8,917)	(3,676)	(15,120)	26,446
Fund balances brought forward	109,738	79,616	17,677	21,353	127,415	100,969
Fund balances carried forward	103,535	109,738	8,760	17,677	112,295	127,415